

**Guidelines for Declassification Review of
Directorate of Intelligence Documents and Materials**

1. The following guidelines for the 30-year declassification review of DDI records were prepared in accordance with the requirements of Executive Order 11652, the National Security Council implementation directive of 1 June 1972, and relevant statutes. The guidelines are to be applied to all documents, information, and materials originated by or attributable to the Directorate of Intelligence and/or functional predecessors over which it still maintains original or final authority.

a. Foreign government or international organization material

Classified documents and information furnished by a foreign government or international organization through any channel are excluded from automatic declassification.

b. Material protected by statute

Classified information or materials specifically covered by statute will be protected in accordance with the provisions of the relevant statute.

c. Cryptography

All information or material pertaining to cryptography generally requires continued protection. As the executive agent for communications security for the Federal Government, NSA is the controlling authority.

d. Intelligence sources and methods

Information or material identifying sources and methods of intelligence is exempted from declassification. A source is a person, organization, or technical means that provides intelligence and is vulnerable to counteraction or to loss of essential privacy and thus could be lost or diminished in effectiveness should the source's identity and intelligence relationship become compromised.

Methods are the means by which support is provided to, or intelligence is received from, sources when such means are vulnerable to counteraction or to loss of essential privacy if they are compromised.

When in doubt, reviewers should refer questionable items to the appropriate Agency component.

e. Systems, plans, installations, projects, or specific foreign relations matter

Classified information or material under this category requires continued protection if it is essential to national security.

f. Personal jeopardy

Information or material must be protected if its disclosure would place a person in immediate jeopardy. This is not to be construed as political or social embarrassment, but as physical or severe political jeopardy.

g. Restricted Data and Formerly Restricted Data

Such material shall be downgraded and declassified in conformity with the provisions of the Atomic Energy Act of 1954, as amended, and the regulations of ERDA.

h. T or TKH materials

T or TKH information or documents should not appear in the records prior to 1956. When it does appear later in CIA-originated records those containing intelligence information will be referred to the CIA TCO to determine action to be taken. Those containing information on all other aspects of T and TKH programs, such as systems, engineering studies, and hardware, will be referred to the DDS&T for action.

All T or TKH information, documents, or materiel originated by non-CIA agencies are to be referred to the appropriate agency.

i. ELINT

Documents containing Electronic Intelligence information collected and reported by CIA components will be reviewed for declassification in accordance with guidelines prepared by the appropriate component. All ELINT information collected and/or reported by other agencies will be reviewed for declassification in accordance with guidelines prepared by the agency originating the information or its successor.

Equipment and systems used in the collection of ELINT will be reviewed for possible declassification in accordance with guidelines prepared by the DDS&T, if CIA originated, or in accordance with those prepared by other agencies, as appropriate.

j. COMINT

COMINT codeword information, documents, or materiel will be reviewed for declassification in accordance with guidelines prepared by NSA, executive agent for communications intelligence for the Federal Government.

Information or documents in COMINT channels not identified by codeword designations will be declassified in accordance with guidelines contained in the DCI's Communications Intelligence Security Regulations, effective November 1973.

COMINT collected and reported by agencies other than NSA and found in COMINT channels, either with or without codeword designators, will be referred to the originating agency for appropriate action.

k. BYEMAN

Information, documents, or materiel designated as BYEMAN or predecessor security system caveats require continued protection, and all such materials for which the DDS&T is responsible will be referred to that component for determination of action to be taken. Materials that are the responsibility of components other than the DDS&T will be referred to the Special Security Center/OS for appropriate action.

Classified documents, information, and other material may surface that pertain to concepts, systems, methods, and techniques currently designated with a codeword or security system caveat but which were not given such designators when originated. These should be treated as though they possessed such markings and referred to the originating or successor component for action.

l. Other codeword designations

Information, documents, or materiel bearing codeword designations no longer in use and those not readily identifiable will be referred to the Special Security Center/OS and ultimately to the DDS&T or other appropriate component for determination of action to be taken.

m. Unclassified material of current sensitivities

Some documents, information, and other material falling within the exemption criteria described in these guidelines may have been originated in an unclassified format. If such material is located in the course of the review, it is to be directed to the originating or successor component for further action.

n. Department of State information

Documents and information originated by the Department of State will be declassified in accordance with guidelines provided by that Department.

o. Department of Defense and subordinate components

Documents and information originated by the Department of Defense or any of its components will be declassified in accordance with guidelines provided by them.

p. Contractual arrangements

Information pertaining to contractual arrangements based on classified associations with private individuals, commercial concerns, and non-governmental institutions is exempted from declassification but should be reviewed 30 years following discontinuation of the relationship.

q. Relations with other Federal agencies

Information or material pertaining to sensitive relationships and agreements with other Federal agencies, including support to or from them, is exempted from declassification but should be reviewed 30 years following discontinuation of the relationship.

r. Activity abroad

The fact that CIA functions in foreign areas is not sensitive, but the details of location, cover, staffing, duties, and activity are protected.

s. Cover

Information revealing the non-official cover (NOC) of personnel employed by the CIA and its predecessors or the nature of such cover arrangements is protected.

Information revealing arrangements for the placing and supporting of personnel of the CIA and its predecessors under official cover is also protected.

t. Names and official titles

Names and official titles of personnel are generally protected below the level of Office Director, with selective exceptions based on prior disclosure.

u. Numbers of employees and size and composition of budgets

Such information is protected, along with any other quantitative factor indicating the scope or thrust of the intelligence effort during the period under review.

v. Situation and analytical reporting

Such reporting is releasable if sensitive sourcing is not stated or otherwise identified and if the information does not fall within another exemption category.

w. Contributions to National Estimates

Acceptable contributions to National Estimates will be found in the ONE/NIO case files. However, individual office contributions may be found in their respective record collections. If so, they are to be reviewed in accordance with action taken on the individual estimate and its development case file.

x. Correspondence and memoranda

Correspondence and memoranda originated by DDI components is generally releasable unless it falls within an exemption category contained in these guidelines.

y. Organizational structure

The organizational structure of the CIA at Headquarters level during the 1946-56 period can be declassified except for component breakdowns of those predecessor elements of the DDO.

z. Pseudonyms, cryptonyms, codewords

The presence of pseudonyms, cryptonyms, and codewords in documents exempt them from declassification, with selective exceptions based on prior disclosure.

aa. Controlled American Source (CAS)

The term Controlled American Source does not require protection, but CAS information is exempt if it reveals material otherwise exempt, i.e., locations of stations, cover arrangements, or the relationship of a person or organization with U.S. or foreign intelligence agencies.

bb. Headquarters Regulations

DDI-originated material in the following Headquarters Regulations series may be declassified:

- 1 - Organization
- 50 - Operations General
- 51 - Intelligence Activities
- 60 - Liaison

An exception should be made in the case of activities not now the responsibility of the DDI, such as the defector and alien programs.

cc. Headquarters Notices and Handbooks

DDI-originated material contained in Headquarters Notices and Handbooks of the series listed in 1.bb. above may be declassified. In addition, Headquarters Notice 20, which contains announcements of assignments to key positions at Office Director and above level, may be declassified when the notice pertains to DDI personnel only. Exceptions should be made with any records pertaining to the defector and alien programs.

dd. DDI Issuances

Any DDI issuances containing reference to a HR, HN, or HHB will be reviewed and action taken in accordance with that taken with regard to the referenced item. Organizational or personnel announcements below the DDI Office level will not be declassified.

ee. Previously released information

Classified information, documents, and materiel in the public domain for whatever reason may be released, provided that the information has been released in its entirety and not on a fragmentary basis.

2. All documents certified as requiring continued protection after 30 years may be retained at the Confidential level. Decisions on the year in which the downgraded documents will again be reviewed for declassification will be made by the reviewer within the following limits: 50 years for COI, OSS, or SSU; 60 years for CIG; and 75 years for CIA. All periods are to begin with the date of origin of the classified documents.

APPROVED:

[Redacted Signature Box]

Deputy Director for Intelligence

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26 Sept 77

Date

DDA DECLASSIFICATION REVIEW GUIDELINES


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